



CORCORAN CONSULTING ASSOCIATES, INC.

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**Prepared for:
Town of Barrington
PO Box 660
Barrington, NH 03825**

**Conner MacIver, Town Administrator
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**Agreement for Assessing Services
&
Cyclical Inspections**

January 1, 2022 – December 31, 2022

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**Contractual Agreement between the Town of Barrington, NH
And
Corcoran Consulting Associates, Inc.**

Section 1. Functions/Responsibilities:

The Town of Barrington agrees to retain Corcoran Consulting Associates, Inc. (Contractor) of Wolfeboro, NH to perform regular assessing services and year one of a cycle measure and list, ¼ of the Town as provided for in this Agreement.

Section 2. Term:

The term of this Agreement shall be for a period of 12 months from January 1, 2022 through December 31, 2022.

Section 3. Termination/Resignation:

Nothing in this Agreement shall prevent, limit or otherwise interfere with the rights of either party to terminate this Agreement subject to the terminating party giving sixty (60) days written notice to the other party, prior to the effective date of separation.

The Town Administrator retains the right to dismiss unsuitable personnel employed by the Contractor in connection with the services under this Agreement for any reason. The Contractor shall replace any dismissed employees of the firm with a professional of commensurate qualifications and experience of the dismissed employee. In the event that any person assigned to the Barrington project is convicted of any act resulting in personal gain, then the Town shall have no obligation of prior notice, and may immediately terminate this Agreement.

Non-Appropriation- The Town of Barrington will in its “best efforts”, obtain the necessary approval for the 2022 appropriation for assessing services. If for any reason the Town of Barrington is unable to obtain funding for the 2022 Assessing contract, the Town of Barrington can terminate such contract without further obligation or penalty.

Section 4. Compensation:

The Contractor shall be compensated as an independent contractor under this Agreement. As such, the Contractor shall be responsible for providing F.I.C.A., Workmen’s Compensation, Unemployment Compensation & Liability to all employees assigned to the Barrington project. The Contractor shall file appropriate Certificates of Insurance with the Town upon request.

This contract is for January 1, 2022 through December 31, 2022.

The total amount of the contract is for: \$90,000

Assessing Services: \$45,000

Cyclical Measure and List Year 1: \$45,000

Compensation is paid based on an hourly rate plus expenses.

To be paid out as stated below:

Position	Hourly Rate 2022
Utilities	\$200.00
Director/Sr. Assessor	\$87.00
Field Supervisor/Sr. Appraiser	\$67.00
Appraiser/Assessor	\$62.00
Senior Data Collector	\$56.00
Data Collector	\$54.00
Data Entry/Clerical Support Depends on designation of assigned person.	\$40.00-\$56.00
Technical/Research Assistance	\$40.00

Travel allowance will be billed @ .57 per mile, portal to portal, (one direction), plus mileage incurred while on the job site.

The Contractor shall submit invoices on a monthly basis according to the foregoing rate schedule. The Town shall issue payment no later than twenty (20) days after receipt of invoices from the previous month's activities.

Section 5. Work Schedule/Key Personnel Assignment:

By mutual agreement between the Contractor and the Town, the following personnel and work schedule is hereby established (all personnel listed are currently certified by the Department of Revenue Administration to perform within the capacities referenced):

Director: Marybeth Walker - will assume all responsibilities and direction of all company employees assigned to the Barrington project, and will assume the position of Director. The Director' hours will remain flexible according to the immediate needs of the project, but will follow general patterns of one (1) day per month. In addition, the Director will put in additional time as needed based upon the discretion and immediate needs of the Town.

Assessor's Agent: Marybeth Walker - will assume the role and responsibility of on-site Project Supervisor and Assessor's Agent to the Board of Selectmen. Marybeth will be on-site a minimum of one day every other week for four (4) hours and will provide oversight and quality control measures to data collection personnel assigned to the project, as well as to address outstanding issues as brought forward by the municipal staff or Town Administrator, coordinate efforts between the appraisal staff and the Town

staff, investigate timely-filed applications for abatement, process memo recommendations to the Board of Selectmen, and meet with taxpayers wishing to discuss any appraisal or assessing matter.

Appraisers: Nancy Miller, Jay Ferriera, Monica Hurley and Ronald Doyon shall constitute the appraisal staff and shall conduct field appraisals of properties over the course of the project as required.

Data Collectors: Jared Hynes, Susan Henderson and Catherine Walker or similarly qualified individuals will assist the Supervisor in the collection of data during annual building permit review for any and all partial and new construction work or similar data collection activities, as well as inspections of ‘cyclical inspection’ properties over the course of the project.

Section 6. Scope of Services:

General duties to be performed by the Contractor will be to assist the Town in the performance of cyclical inspections, sales inspections and verifications, abatement investigations and assistance, as well as sales analyses and (pre-authorized) valuation model calibrations, resulting in the generation of appraisal estimates as proscribed in the ‘Market Analyses’ section in within this Agreement.

General: The following items and activities shall occur throughout the term of this Agreement (2022):

Cycled Inspections:

The contractor shall inspect 25% (approximately 1200 parcels, inclusive of sales and permit inspections) of all improved and unimproved properties as defined under Asb 301.17 and Rev 601.15.

Call-back Inspections:

The Data Collectors shall attempt to gain entry into each improved property for the purpose of verifying and/or correcting interior data upon their initial visit. However, if an interior inspection is not completed upon the first visit, a door hanger will be left on each property not receiving an interior inspection, and the Contractor shall be available for a ‘call-back’ inspection by appointment.

The contractor shall provide appointment dates to the Town. The Town shall receive the calls from said notices and schedule appointments with the taxpayers in accordance with the schedules provided.

The Contractor shall supply qualified data collectors to perform the scheduled call-back interior inspections.

Sales Inspections

The Contractor shall inspect all properties that have transferred within two months of receiving notice from the Town of such transfers where the transfers are not clearly non-market related. If the contractor has been at the property in the last 6 months, they will field review the property for changes that occurred since the last visit. A certified appraiser supervisor shall assign an accurate validation code to each inspected sale consistent with the DRA verification coding system. These sales verifications will be

utilized both for the State equalization process as well as for the validated sales file to be referenced for the potential valuation updates.

Building Permit Inspections:

The Contractor shall inspect all properties with active building permits for the purpose of collecting pertinent data and ascertaining the percent complete as of April 1st of each year. While on the site the data collector(s) shall perform a full inspection so that these properties may be included towards the total 25% inspection cycle.

Inspection process concern: the Covid-19 pandemic each municipality has set up its own expectations as to exterior/interior inspections. If we are unable to perform an interior inspection of the property the contractor will do their best to verify building attributes by other means such as multiple listing services and questionnaires.

File Maintenance:

- The Contractor shall enter all changed data from inspections within the CAMA system on-site.
- The Town shall maintain all property ownership and sales data received from the Registry of Deeds within the CAMA system, and forward paper copies of the revised record card to the Assessor's Agent on-site.

Market Studies:

- The Contractor shall perform ongoing market studies of the emerging market over the course of the Agreement, and shall provide such analyses, as they pertain to the existing assessments, in memo form to the Town Administrator no later than July 15, 2022.
- Should market studies indicate that an assessment update is indicated; a proposal to address inconsistent assessments will be presented to the Town Administrator/Board of Selectmen.
 - Ratio studies of all sales occurring within the 2022 ratio period will be performed; this will determine the preliminary statistical standing of the Town's assessed values as a whole.
 - A memo to the Town Administrator/Board of Selectmen will be generated to show the results of all studies undertaken, along with recommendations to address any disparities noted within the sales file.
 - An update to assessed values is not required by the New Hampshire Department of Revenue except once every five years.
 - If the Town should fall below the statistical standards measuring assessment levels and proportionality as recommended by the Assessing Standards Board it will be at the Town's discretion to perform a partial or cyclical statistical update.
 - The last revaluation occurred in 2021. It is not anticipated at this time that another would be indicated in 2022.

Delivery:

- The contractor shall finalize and deliver the assessment file to the Town no later than September 1, 2022.
- Deliverables: All finished working product shall be delivered to the Town Assessor, including but not limited to the following:
 - An electronic list of all changed assessments, regardless of the reason for the change(s), i.e., building permit, cycled inspection, reappraisal, etc.
 - An impact report showing the amount of change to each changed assessment, if any,
 - A preliminary ratio report incorporating any changes made to the file over the course of the year.
 - MS-1 report-or assistance with.
 - The CAMA file system with updated schedules and appraised values;
 - Market studies,
 - All working papers utilized throughout any updates.

Appraisal Activities – Specific

In order to convey a complete understanding of the proposed processes, the following specifics are provided regarding all interfaced activities undertaken throughout the project:

Data Collections:

- The Assessing Agent shall identify parcels to be inspected for the cyclical inspection process;
- Utilizing records produced by the Town, the contractor field supervisor shall distribute records to the data collection staff for visitations. At the same time, a data collection manual produced specifically for the Barrington project will be issued and explained to the collection staff.
- Data collectors shall arrive at selected properties and attempt to contact the occupant first. If an adult is present the data collector shall request to verify the interior data by observation. If permitted, the data collector will tour the interior, checking data that is correct and/or correcting data found to be in error.
 - If entry is not permitted, the data collector will leave a door hanger with information on how to schedule an appointment for an inspection.
- Once interior inspections have been made or attempted, the data collector will re-measure the exterior of all buildings on the site, checking those that are correct and/or correcting measurements found to be in error.
 - The collector shall make and record specific observations as to story height classifications;
 - Similarly, the data collector shall verify the classification of the main building and any 'sub-areas' for proper classification.
 - The 'style' of the dwelling will be verified with a checkmark or correction as needed.
 - The age and relative condition of the building(s) and all outbuildings will be verified:

- The collector shall view the homesite and record unusual topographic or other influencing characteristics.
- By map, the data collector shall turn in completed work to the Field Supervisor.
- The Field Supervisor shall select a random sampling of the work performed and verify all information collected thereof.
- Upon completion of reviews, the Field Supervisor shall turn the maps of parcels over to the Assessor's Agent for data entry.
- The Contractor shall enter changed data into the CAMA system and print out a record card with the changes effected.
- Visit histories will be updated to reflect personnel that perform visits to properties, the reason for the visit and the result of the visit.
- The Assessors Agent shall review the changed records and verify that the recordation of changed data.
- Once satisfied that the records are accurate, the Assessor's Agent shall turn the completed 'map' of records to the Town's assessing staff.

Call-Back Inspections:

- The Contractor shall leave hangers on the homes that are visited where no one is home. The hanger will constitute as a request for inspection.
- Utilizing individual schedules provided by the Contractor, the Town shall receive calls for callback appointments and schedule such appointments. The Town will attempt to the greatest extent possible, to fill scheduled days before forwarding copies to the Assessor's Agent.
- The contractor will provide data collectors to conduct the scheduled inspections utilizing 'corrected' (as above) record cards.
 - Data collectors shall conduct the scheduled interior inspections checking those items found to be correct and correcting those data items found to be in error.
- After callback inspections are completed the data collector will turn the field records into the Assessor's Agent.
- The Contractor shall key in the corrected data into the CAMA system, and will deliver corrected records to the Town assessing staff.
- The Town shall bear responsibility of merging the assessed values into the tax billing system and any subsequent mailings to taxpayers.

Section 6: Indemnification:

The Contractor will provide certificates of insurance, with the Town as a named party, for the following occurrences:

Comprehensive General Liability:	\$1,000,000 each occurrence, \$2,000,000 aggregate coverage;
Automobile Liability:	\$1,000,000 combined single limit, \$500,000 Bodily Injury\Person
Errors & Omissions:	\$2,000,000 aggregate limit; \$1,000,000 single occurrence;
Workers Compensation:	NH Statutory Limits

The Town shall be notified immediately upon any potential cancellation of any of the above referenced coverage

Section 7. Public Relations:

Public understanding of the assessment process is essential to general public acceptance to an active and/or proactive assessing program. As a matter of corporate policy, employees of the firm are required to remain deferential to taxpayers at all times, and to attempt to convey important or useful information to taxpayers at every opportunity, including the following general topics:

- a) Necessity of annual review of assessments
- b) NH laws regarding assessment practices
- c) Fair distribution of property tax
- d) Role of the Tax Assessment Office
- e) Necessity of data collection/verification
- f) Ongoing aspect of data collection
- g) Qualifications of data collectors
- h) Necessity for home/business owner cooperation
- i) Full disclosure aspect of the assessing function

Presentations developed for public understanding of the assessment process will be produced at the request of the Board of Selectmen or Town Administrator. Such presentations may constitute public meetings at civic groups or any interested members of the public and will be geared toward contemporaneous issues relevant to the cycle of the assessing process.

PowerPoint programs and/or interview forums will be produced at the request of the Board of Selectmen. Such pre-programed events will be submitted to the Town Administrator for approval prior to general release.

When requested, the assessors will annually produce a Town Assessing Report for inclusion into the Town Report. This report will contain general market information that had occurred over the year in the Town and any actions or planned actions to address the need of changed assessments.

Section 7. Responsibilities:

In addition to the services to be provided specified heretofore, the Contractor shall provide:

- Qualified personnel necessary to perform stated Contractor obligations,
- Personal calculators, writing apparatus, equipment sufficient to execute the terms of Agreement.
- All personal transportation.

The Town shall provide:

- Town Identification cards for all authorized field personnel; when not provided Corcoran Consulting employees will use their company badge.
- Unfettered access to the operating and licensed CAMA system at the supervisory level,
- Remote access to the Avitar CAMA system,
- Workspace for conducting field and appraisal operations,
- Space for conducting informal hearings with taxpayers,
- A terminal on-site with direct access to the Avitar CAMA system,
- Access to a copy machine for the purpose of producing required project documents,
- Clerical support for data entry of changed CAMA data relating to property transfer and/or ownership changes, as well as sales information coming in from the Registry of Deeds.
- To receive calls from taxpayers and schedule appointments with the taxpayers, working cooperatively with the contractor to execute scheduled appointments.
- Produce assessment records as required.

Section 8. Signatories:

 Andrew Knapp, Chairman Board of Selectmen
 Barrington, NH

Marybeth G. Walker _____ Date: 12/13/2021
 Marybeth G. Walker, President
 Corcoran Consulting Associates, Inc

 Witness